

SHALFORD PARISH PLAN

Notes from meeting held on 27th February 2007

Re 2001 census numbers:

309 households

746 Populations of which.....

37 are under 5

100 are 5 to 15

57 are 16 to 24

179 are 25 to 44

227 are 45 to 64

77 are 65 to 74

69 are 75 and over

Present

Jenni Harrison (chair), Dean Harrison, Graham Morris, Angela Tanner, Tony Bedding, Alan Oates, (Jan Cole in attendance)

Apologies

Christine Fowler, Liz Warwick, Brenda Hanley

Welcome and thanks

Jenni thanked all for attending. It was recognised that the timetable had slipped resulting in some frustration. Work would continue with a drive to recruit more volunteers as the project progressed. It was agreed that tasks should be undertaken by small working groups rather than individuals.

Update on finalisation of Questionnaire

Christine estimates a further days work is needed to edit and format but she does not have any time until after Easter. Jenni to ask Christine for electronic version of the draft plus notes of alterations to be made. Jenni and Graham to meet and finalise draft to be reviewed at next meeting.

Quotes from data analysis companies

Jan to send Jenni contact details for Warwick Software, who have processed for other villages in the district and produce reports within 2-3 weeks. Agreed that 2 quotes needed. Processing companies may also provide a quote for layout if that service is required.

Quotes from BDC for Copying

Tony to get quotes from BDC and from another copying company near Colchester. Jan to provide details of numbers needed (from 2001 census)

Delivery and Collection of Questionnaires

The volunteers from the initial workshop will need to be contacted and invited to the next meeting which will determine revised dates and procedures for delivery and collection.

Analysis of Written Comments

This would need to be undertaken locally by volunteers, possibly as a workshop session. Publicity would be needed to generate interest in doing this (see item 9).

Village Plan Examples

After looking at various examples the production of two documents was preferred. The first would summarise survey findings and main objectives / priorities; the second would be the Parish Plan including aspirations for the future and an action plan. The Helions Bumpstead layout was favoured as they are well laid out and not 'glossy'. This could be discussed in more detail later in the process.

Funding Update

The application to the Community Planning Fund was successful. Funds available for the project £2,850

Publicity

An article will be written for the next Shalford news (deadline mid May, distribution end June) to update on the process to date (giving dates for distribution and collection of questionnaires) and generate interest in the next stages i.e. analysis of survey information, involving young people in the project, drafting documents etc with an invitation to a meeting at the end of June. Flyers / posters will also be produced for noticeboards.

Next Meeting

Working Group Meeting: Jenni and Graham to meet over next few weeks re finalisation of questionnaire draft

Full Group Meeting Wednesday 2nd May

Jenni to chair

Purposes:

Agree final questionnaire

Look at quotes for copying / processing

Agree collection / delivery timescale

Discuss publicity

Start to consider the report document(s)

Subsequent Full Group Meeting end June (date tba)

To thank all involved, assess preliminary response and discuss processing

Revised Timetable

May 2	Agree final questionnaire
May 2	Agree quotes for printing and processing
May 2	Briefing of distributors/collectors
May	Printing questionnaires
May/June	Distribution and Collection
end June	Meeting re processing

